MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE SPECIAL LEISURE SERVICES FOUNDATION HYBRID MEETING ON THE 21st OF OCTOBER 2025

Vice Chair Oates called the meeting to order at 3:35 p.m.

Those present: Linda Ballantine, Al Crook, Bret Fahnstrom, Christina Ferraro (arrived 3:38pm), Jim Houser Jr., Terri Oates, Rafal Piontkowski, Erika Strojinc, Nick Troy

Absent: Thomas Campone, Anthony Gattuso, Dennis Hanson, Jay Morgan, and Jonathan Salk

Also present were Andrea Griffin, Executive Director of NWSRA; Victoria Gonzalez and Rachel Hubsch, Superintendents of Recreation; Anne Kiwala, Superintendent of Development, Tom Draper, Superintendent of Marketing and Communications; Megan O'Brien, Events Coordinator; Nick Eckelberry, Finance Manager; Emily Meyer, Manager of Special Recreation; Registrar, Jamie Blake; Amy Charlesworth, former trustee; Kevin Romejko, former trustee;

Introductions

Executive Director Griffin introduced Victoria Gonzalez, who was recently promoted to Superintendent of Recreation and Sara Carey, new Manager of Human Resources. Superintendent Gonzalez introduced new Manager of Special Recreation Emily Meyer. Superintendent Draper introduced new Registrar Jamie Blake.

The trustees went around giving introductions.

Recognition of Board Members

Vice Chair Oates read a proclamation recognizing former trustee Amy Charlesworth for her decades of service to SLSF and NWSRA.

Vice Chair Oates read a proclamation recognizing former trustee Kevin Romejko for his service as the Organizational Treasurer and Secretary for SLSF.

Vice Chair Oates and Superintendent Kiwala recognized former SLSF Chair Al Crook for his dedication to the foundation during his tenure in office.

Approval of Agenda for October 21, 2025

Vice Chair Oates requested a motion to approve the agenda for October 21, 2025. Trustee Fahnstrom made the motion, and Trustee Ferraro seconded the motion to approve the October 21, 2025 agenda. Upon voice vote, the motion carried.

Conflict of Interest

No conflicts of interest stated.

Approval of Minutes for May 20, 2025

Vice Chair Oates requested a motion to approve the minutes from the May 20, 2025, meeting. Trustee Ballantine made the motion, and Trustee Fahnstrom seconded the motion to approve the Minutes from the May 20, 2025 Board Meeting.
Upon voice vote, the motion carried.

Approval of Ammended Minutes for January 21, 2025
Vice Chair Oates requested a motion to approve the installation of Nick Troy as a trustee on the SLSF Foundation Board. Trustee Ballantine made the motion, and Trustee Crook seconded the motion to approve the Minutes from the January 21, 2025 Board Meeting. Upon voice vote, the motion carried.

Installation of New Trustee
Vice Chair Oates requested a motion to approve the installation of new trustee minutes from the January 21, 2025, meeting. Trustee Strojinc made the motion, and Trustee Ballantine seconded the motion. Upon voice vote, the motion carried.

Appointment of Officers
President
Vice Chair Oates requested a motion to approve the appointment of Andrea Griffin, Executive Director of NWSRA as the President of SLSF. Trustee Crook made the motion, and Trustee Fahnstrom seconded the motion.
Upon voice vote, the motion carried.

Organizational Treasurer and Secretary
Vice Chair Oates requested a motion to approve the appointment of Nick Troy, Executive Director of the Rolling Meadows Park District as the Organizational Treasurer and Secretary. Trustee Oates made the motion, and Trustee Crook seconded the motion. Upon voice vote, the motion carried.

Correspondence
Written:
None

Oral:
None

SLSF Reports:
SLSF Update
Superintendent Kiwala reported that the foundation is currently working on the 2026 budget and is anticipating that year end 2025 the foundation will be under budget for expenses and over budget for revenue. Donations are up, including some restricted memorial donations for PURSUIT, which will be paid to NWSRA in addition to the board approved grant amount to NWSRA.

Events
Event Coordinator O'Brien gave an overview of the 6 golf outings held by SLSF this

year, with highlights from each event provided. Revenue from the Palatine Golf Outing will move to be unrestricted in 2026. The gala is scheduled for November 7th and trustees were urged to donate to the bucket of cheer for the event.

Sponsorships
Foundation Manager Thomas reviewed the sponsorship budget and noted that sponsorship for this year has surpassed budget, which is a record amount of sponsorship for the foundation.

Grants
Superintendent Kiwala reported just over $130,000 in approved grant funding, which is over budget. Key highlights were shared from the grant contractor position, which will be discontinued in 2026. Grant applications increased from an average of 27 annually to 93 annually, which ROI of 3:1. Grant duties will be absorbed into the Superintendent of Development position in 2026.

Marketing and Public Relations
Superintendent Draper reported that the Media Lab at the Buffalo Grove Park District is complete – which was primarily funded by grant funds from SLSF. The room features accessible technology, video gaming systems, a 36 printer, padzilla and more. The Buffalo Grove Park District was acknowledged for their support in completing the project.

NWSRA Program Report
Superintendent Gonzalez shared some highlights from NWSRA programming including medals won at summer games, increase in registration for clubs and day camps, and increase in scholarship support. The Inclusion program had high satisfactory ratings with the new reduced team structure. The NWSRA Leisure Education program is also expanding this year and into 2026. The Collaborative Department held a food truck event with PURSUIT at the Hanover Park Park District. Free transportation for PURSUIT ended this fall. NWSRA has begun being reimbursed by Clearbrook for having part time staff at PURSUIT.

Director's Corner
President Griffin reported that SLSF won the Schaumburg Business Association Non-Profit of the year. NWSRA won Best of the Best award with Buffalo Grove Park District for art exhibit at Raupp Museum. President Griffin is in the last part of her 180-day plan for transitioning into the NWSRA Executive Director role, which includes working on the organizational structure, updating job descriptions, and implementing new software for online registration and storage of participant medical information. NWSRA staff will also be joining more community social service organizations throughout NWSRA's service area. Meetings have been held with D211 and D214 to collaborate for athletics, camp locations, and day programs. A work life survey has been conducted with NWSRA staff to continue to improve. Signers for NWSRA bank accounts have been updated. The NWSRA Board and Admin Policy will be updated and consolidated. The SLSF Board

and Admin Policy will be updated as well. A new finance software is being researched for implementation at NWSRA.

<u>Review of Financial Statements</u>
Finance Manager Eckleberry reviewed the organizational balances as of the end of August. Balances are up 6% from this time last year. Revenues are up 7.5% from this time last year. Expenses are up 22.1% from this time last year, primarily due to the addition of the grant contractor, grants to NWSRA, and increased expenses for events with increased attendees.

<u>Approval of May Warrant:</u>
Vice Chair Oates asked for a motion to approve the May Warrant in the amount of $167,174.70. Trustee Fahnstrom made the motion and Trustee Ballantine seconded the motion. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Al Crook, Bret Fahnstrom, Christina Ferraro, Jim Houser Jr., Terri Oates, Rafal Piontkowski, Erika Strojinc, Nick Troy

NAY: None

The motion carried.

<u>Approval of June Warrant:</u>
Vice Chair Oates asked for a motion to approve the June Warrant in the amount of $15,363.53. Trustee Ballantine made the motion and Trustee Crook seconded the motion. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Al Crook, Bret Fahnstrom, Christina Ferraro, Jim Houser Jr., Terri Oates, Rafal Piontkowski, Erika Strojinc, Nick Troy

NAY: None

The motion carried.

<u>Approval of July Warrant:</u>
Vice Chair Oates asked for a motion to approve the July Warrant in the amount of $36,933.92. Trustee Fahnstrom made the motion and Trustee Ballantine seconded the motion. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Al Crook, Bret Fahnstrom, Christina Ferraro, Jim Houser Jr., Terri Oates, Rafal Piontkowski, Erika Strojinc, Nick Troy

NAY: None

The motion carried.

Approval of August Warrant:
Vice Chair Oates asked for a motion to approve the August Warrant in the amount of $25,336.95. Trustee Ballantine made the motion and Trustee Ferraro seconded the motion. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Al Crook, Bret Fahnstrom, Christina Ferraro, Jim Houser Jr., Terri Oates, Rafal Piontkowski, Erika Strojinc, Nick Troy

NAY: None

The motion carried.

Old Business
None

New Business
NWSRA Grant
Superintendent Hubsch presented the October grant amount for NWSRA. Additional Scholarship funds were needed in the amount of $18,595.70. NWSRA would like to increase funding for scholarships this year and decrease the other 4 pillars by this amount. Vice Chair Oates asked for a motion to approve the change in the scholarship pillar funding amount for 2025. Trustee Oates made the motion and Trustee Crook seconded the motion. Upon voice vote, the motion carried.

Board Restructuring and Annual Board Policy Review
President Griffin reported that staff are reviewing the overall structure of the SLSF board and the Board and Admin Policy Manual to evaluate what would be best for the foundation moving forward and supports SLSF's mission. NWSRA is discussing removing committees and staff are evaluating if this will benefit SLSF as well. Board size, member roles, and expectations will also be evaluated.

Conflict of Interest Policy & Annual Statement
Superintendent Kiwala reminded the board that the annual Conflict of Interest Statement will need to be signed for 2026, she will send this to the trustees following the meeting.

Action Items
Investment Account Holders
President Griffin presented that approval is needed to update account holders for the investment account with Benjamin F. Edwards. Andrea Griffin, Nick Troy, Nick Eckelberry, and Anne Kiwala will be the new account holders.

Vice Chair Oates asked for a motion to approve the update to the investment account holders as presented. Trustee Fahnstrom made the motion and Trustee Oates seconded the motion. Upon voice vote, the motion carried.

SLSF DEI Statement
Superintendent Kiwala presented the newly drafted SLSF Diversity, Equity, and Inclusion Statement for inclusion in the SLSF Policy Manual and website. Vice Chair Oates asked for a motion to approve the DEI Statement. Trustee Fahnstrom made the motion and Trustee Ballantine seconded the motion.
Upon voice vote, the motion carried.

Revised Board Meeting Schedule 2026
President Griffin presented a revised SLSF Board Meeting schedule, with meetings occurring each quarter. The new schedule would improve cash flow for NWSRA. Vice Chair Oates asked for a motion to approve the revised Board Meeting Schedule as presented. Trustee Oates made the motion and Trustee Ferraro seconded the motion. Upon voice vote, the motion carried.

SLSF Audit
Finance Manager Eckelberry presented the audit bid given by Sikich LLP for fiscal years 2025, 2026, and 2027. Vice Chair Oates asked for a motion to approve Sikich LLP to perform SLSF's audit for the years proposed. Trustee Fahnstrom made the motion and Trustee Troy seconded the motion. Upon voice vote, the motion carried.

Announcements/Board Member Comments
Holiday Luncheon
Event Coordinator O'Brien announced that the Holiday Luncheon will be on December 10th at Villa Olivia in Bartlett.

2026 Board Meeting Schedule
President Griffin reviewed the board meeting schedule for 2026. Updated invites will be sent from a leadership team email.

Post Meeting Board Social
President Griffin invited all in attendance to a social after the meeting.

Board Member Comments
Vice Chair Oates thanked those who donated to the bucket of cheer for the Gala. Trustee Strojinc suggested that the NWSRA board members will be asked to donate as well.

Adjournment
Being no further business to come before the Board, Vice Chair Oates called for a motion to adjourn the meeting at 4:41 pm. Trustee Ballantine made the motion and Trustee Crook seconded the motion to adjourn. Upon voice vote, the motion carried.

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Secretary